

TraCS Steering Committee Minutes

November 10, 2009

AST Conference Room, 5700 E. Tudor Road, Anchorage

1:30pm – 4:30pm

Teleconference: 800-315-6338, meet me code 8532#

Attendees:

- Ulf Petersen, DOT&PF, MSCVE
- Greg Wood, Wasilla PD
- Joanna Reed, AHSO, DOT&PF
- Helen Sharratt, Courts
- Dave Monroe, CTG
- Alina Moldovan, DPS
- Jeremy Arnold, DOT&PF, MSCVE
- Maxine Andrews, AACOP
- Oran Dennison, DPS
- Angella Long, AACOP
- Lance Ahern, DPS
- Tamy Case, CTG

On Phone:

- Cindy Cashen, AHSO, DOT&PF
- John Lucking, Soldotna PD
- Lee Buchhorn, DOT&PF
- Kerry Hennings, DMV

The meeting begins at 1:30pm

I. Internal Committee Business

- a. Approval of meeting minutes from October 13, 2009
 - Angella makes motion to accept the meeting minutes
 - Helen seconds
 - all in favor, motion approved
- b. Membership – Helen Sharratt to replace Diane Schenker for the Court System
 - Lance makes motion for Helen to replace Diane on the Committee
 - Angella seconds
 - All in favor, no opposed. Helen is approved
 - Joanna will send out updated contact list

II. Updates on Action Items from Previous Meetings

- a. Greg gives a presentation on Wasilla PD's deployment of TraCS
- b. Lance, Jack, Kat (and Ron Martindale from ATRCC) will work on Easy Street Draw license
 - Have contacted the vendor, the newest product will be sent out. CTG will work on this version and see if it works.

- The current licensing is good through Dec 31st. The new software will be covered under the previous licensing agreement.
- Will meet within the next two weeks
- c. User Group invite letters/registration form (Cindy, Joanna, Maxine, Kerry)
 - The invite letters are done,
 - An invite was sent out to Jim Daily. Cindy will contact Sgt. Daily for a follow up phone call
 - We need info from the committee about who should be on the invite list, besides chief of police from police standards lists. Send ideas to Maxine.
 - Then we need to start marketing. Will need some volunteers to help with the promoting and making phone calls. The Courts are putting together a list to give to Max. The AHSO can help with this
 - We need a limit of how many we can fund to travel. Police agencies have priority. We have \$7000 for rooms, and \$18,000 for travel from the DMV. They should contact the AHSO for travel too. And possibly MSCVE.
 - There is an agenda.
 - Angella suggests promoting at the December Executive Conference in the gift bags. Max will be giving a presentation on TraCS and could plug the User group meeting as well.

III. Other Short Business

- a. Alina Moldovan has joined DPS in the TraCS Effort.

IV. Items for discussion

- a. AACOP TraCS Monthly Activity Report
 - No activity to report
- b. DPS TraCS Monthly Activity Report
 - The backlog of citations is getting smaller (approximately 4,000 have been updated by our contractor).
 - Working out bugs in the systems. AST has increased the number of users in the pilot program. Working on installation.
 - On Friday the new release will come out which addresses data corruption issues in the TraCS v10 database.
 - Going through and getting feedback. Generally everyone is pleased.
 - We have identified funding for ~50 Toughbooks for Western AK and two academy recruit classes.
 - MSCVE has been testing v10. Currently using v7. MSCVE will wait until we have a final version before rolling it out. But it is going well and everyone is pleased.
 - We hopefully will have some “train the trainers” in the future, so we will have more instructors
 - Suggest some time set aside in the User Group Conference for TraCS training?
 - Kerry will put that on the agenda.
 - Greg – PDs can apply to the AK Police Standards Council for funding for the TraCS User Group meeting if there is specific training involved.
- c. AACOP TraCS Grant Status
 - Was approved in the ATRCC meeting yesterday, and will be processed as soon as possible
- d. MSCVE TraCS project

- Ulf gives a presentation.
- This project is going to support the User Group Meeting. We need to get Users to report at this meeting.
- This project will provide FREE TraCS implementation assistance to PDs that qualify for assistance and also sign an MOU with MSCVE.
- This means 3 complete TraCS installations to each PD (hardware, training, and installation)
- Want to get two PDs 6 laptops by 12/31/09.
- Homer PD in Dec is a good candidate
- Risks:
 - Don't have a laptop arrival date yet.
 - Will DPS have the staff to configure this?
 - Will DPS have the crash data and citation repository ready?
 - Will the chiefs sign the MOU?
 - Availability of trainers, vehicles, workshops
- There is concern that we are having the User conference, but we don't have any users.
- It is not too late to move the date and/or cancel the contract with the hotel. But we need to figure this out soon

e. User agreements, MOA

- The court rule (District Court Rule of Criminal Procedure 8.2) requires a user agreement with ACS when data is being electronically signed and transferred. For the purposes of piloting the deployment of TraCS, equipment for generating and filing paper citations only, no MOA with ACS is required.
- The MOA that we will need for TraCS users transmitting electronic tickets will need to comply with both the court rule and address the needs and requirements of the transmitting law enforcement agency, and this is what we will be working on in drafting an agreement for use when electronic transfers are ready to begin.

f. Police Dept deployment schedule

- Seward, Soldotna, Kenai, Homer – all qualify under the MSCVE grant
- Ketchikan, Bethel and North Slope all qualify
- Kenai PD and Seward PD - need to know the types of vehicles and a centrally located heated space where the tech can take 2 days to install the equipment.
- Angella moves for Kenai, Seward, Homer and Soldotna for deployment.
- Ulf seconds
- All in favor, motion carries

V. Last Minute Items

- Ulf moves that we talk about a 3-year strategic plan for the Committee, which can be used by Kat at the User Conference to present a plan by the steering committee to show where we are going, what forms we are using, etc., to show it is not just citations, but also crash forms. In 2010 we will build the DUI package, talk about deployment and project managers, and dates. Year by year. "In 2011 the state will proceed to..." etc.
- The Committee would like to take some time to think about this.
- Ulf withdraws the motion

VI. Action Items as a Result of this Meeting

- Three year strategic plan
- Easy Street Draw license update
- Give lists to Max for the User Group conference
- Promote the User Group conference, personally inviting the chiefs of police and users
- Max will contact Kenai, Seward, Homer and Soldotna to start to coordinate deployment (interest, availability and then installation and training)
- Helen will meet with Kat, Dave, and Tamy to develop the user agreements
- Greg will contact Houston PD to find out their interest and see if they can go forth
- Discussion, nomination, votes on Calendar year 2010 Chair, Vice Chair, Recording Secretary

VII. Meeting adjourns

- Lance motions to adjourn,
- Greg seconds.
- Meeting adjourns at 3:40pm

VIII. Next meeting schedule

2009 TraCS Meetings:

- December 8

2010 TraCS Meetings

- January 12
- February 9
- March 9
- April 13
- May 11
- June 8
- July 13
- August 10
- September 14
- October 12
- November 9
- December 14

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